SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/09/14 CLOSING DATE: 01/21/14 (4:30 PM)

SCDC INTERNAL TITLE: RCDS ANALYST I SCDC POSITION #: 010229

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0830 AM - 0430 PM LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: RECORDS ANALYST I STATE JOB CLASS: BH10

BAND: 03 SALARY RANGE \$ 021063 - \$ 038975 SPECIAL INCENTIVE: NO

LEVEL: E SALARY RANGE \$ 024647 - \$ 038975 SCEIS POSITION #: 61019026

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN RECORDS MANAGEMENT,
INFORMATION SYSTEMS, OR OFFICE ADMINISTRATION.

AGENCY PREFERRED QUALIFICATIONS:

TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE.

DESCRIPTION OF DUTIES:

THE INCUMBENT IS RESPONSIBLE FOR PERFORMING A WIDE RANGE OF DUTIES ASSOCIATED WITH THE CREATION OF INMATES' WARDEN RECORDS AT THE KIRKLAND RECEPTION AND EVALUATION CENTER. REVIEWS, INSPECTS AND ANALYZES ALL RECORDS TO ENSURE THAT ALL SUBSEQUENTLY GENERATED DOCUMENTS AND MATERIALS ARE PROPERLY FILED THEREIN TO INCLUDE ALL DATA GENERATED BY THE CRT INTERVIEWS, PICTURES, COMMITMENT ORDERS, AND ANY OTHER DATA RECEIVED FROM OUTSIDE AGENCIES OR WITHIN THE R & E AREA. COMPILES REPORTS TO INCLUDE THE END OF THE MONTH REPORT. DOCUMENTS DETAINERS, WARRANTS AND COMMITMENT ORDERS RECEIVED. CONDUCTS MONTHLY RECORD AUDIT. ENSURES RECORDS ARE IN GOOD CONDITION, CONSOLIDATED AND PROPERLY FILED. COMPLETES RECORD CHECKLIST SCDC FORM 18-15. ENSURE RECORDS CONTAIN V/W STICKERS AND ESCAPE STICKERS. MAINTAIN IN/OUT CHECK LOG, SCDC FORM 18-24. PERFORM OTHER RELATED DUTIES AS REQUIRED.

MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING